

DELIVER THE ATTACHED FILE/DOCUMENT TO THE TC  
SCANNING CENTER

APPLICATION NUMBER \_\_\_\_\_  
DOC DATE \_\_\_\_\_

DATE \_\_\_\_\_  
DOC CODE \_\_\_\_\_

CONTRACTOR: THE ATTACHED FILE/DOCUMENT MUST BE  
INDEXED AND SCANNED INTO IFW WITHIN 8 WORK HOURS;  
UPLOADING OF THE SCANNED IMAGES SHOULD OCCUR NO  
LATER THAN 16 WORK HOURS  
FOLLOWING RECEIPT OF THIS REQUEST

AFTER SCANNING, ORIGINAL DOCUMENTS SHOULD BE BOXED IN  
ACCORDANCE WITH INSTRUCTIONS